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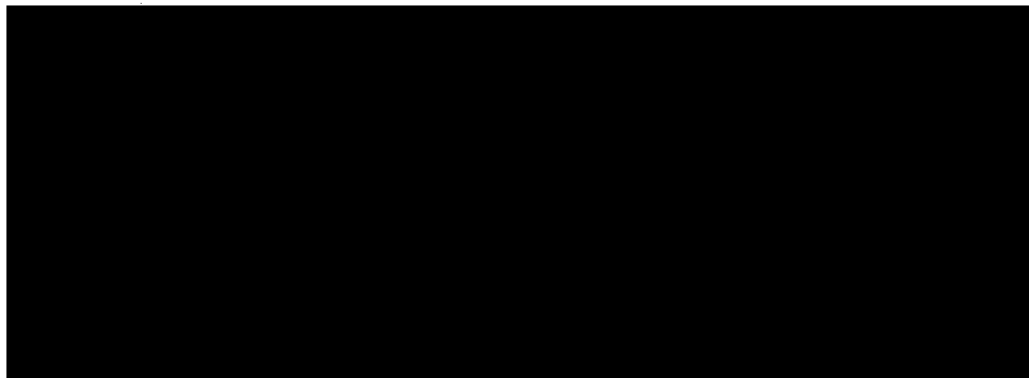
MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Results of First Quarter Fiscal Year 1965 Programming

REFERENCE: DD/S Administrative Instruction No. 64-13, dated 25 September 1964, subject: Fiscal Year 1965 Programming

1. This report is submitted for the information of the Deputy Director for Support in response to that portion of paragraph 2 of reference reading "... watching the nature and rates of procurement for all Agency components and to recommend actions to bring about improvement and economy in this aspect of Agency management." Recommendations are contained in paragraph 3 below.

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3. As to recommendations for improvement, much remains to be done; specifically, but only partially, the following:

a. Improvement in planning and forecasting. Some of the forecasts received had no indication as to the quarter of the year in which the procurement was planned. It would appear that the Agency components' missions would, of necessity, require them to plan in what part of the annual budget period the contract work should begin and that this could be transmitted to the Office of Logistics.

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B. Facilitating preliminary work. In numerous cases no indication was given as to the contractors to be solicited for proposals. This means that desirable preliminary work which should and could be accomplished before the actual time of negotiation is not started, i.e., facility surveys, review of accounting systems by Industrial Contract Audit Division, and security surveys and clearances by Security Staff/OL.

4. Potential economies. A substantial increase in economies will be achieved in the future as a result of obtaining the cooperation of the several requisitioning offices and implementing the policies established in your memorandum of 28 October 1964, DD/S 64-5560. We are currently working toward this objective.

ALAN M. WARFIELD
Director of Logistics

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b. Facilitating preliminary work. In numerous cases no indication was given as to the contractors to be solicited for proposals. This means that desirable preliminary work which should and could be accomplished before the actual time of negotiation is not started, i.e., facility surveys, review of accounting systems by Industrial Contract Audit Division, and security surveys and clearances by Security Staff/OL.

c. Potential economies. A substantial increase in economies will be achieved in the future as a result of obtaining the cooperation of the several requisitioning offices and implementing the policies established in your memorandum of 28 October 1964, DD/S 64-5560. We are currently working toward this objective.

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